A BCDEF

California Public Employees' Retirement System

PERS-HRD-88.DOT (Rev. 7/96)

POSITION DUTY STATEMENT

INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.

Title of Position	**Associate Programmer Analyst (Specialist)**
Division and/or Subdivision	**Information Services Technology Branch, Technology Support Services Division**
Location of Headquarters	400 Q Street, Sacramento, CA 95814
Class Title of Position	**Associate Programmer Analyst (Specialist)**
Position Number	810-1579-072 (3773)
Effective Date	3/1/07

Percent of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:
	Under general supervision of the HR/Fiscal Applications Development Manager (DPM II), the Associate Programmer Analyst (Specialist) of the PeopleSoft Financials team performs the following functions to support CalPERS' Information Technology facilities:
40%	Assists the technical team lead with analyzing, developing, and testing code related to the PeopleSoft Financials System. Performs analysis and troubleshooting of the production Financials System. Assists with upgrades and application of patches as required. Prepares test scripts and validates script accuracy with customers. Under the direction of the technical team lead, uses PeopleSoft's various proprietary tools in development and in troubleshooting production issues. Participates in projects that interface with PeopleSoft Financials by assisting with analysis, design, and requirements specifications.
15%	Analyzes and reviews Upgrade Release Notes and patch documentation as required and reports findings to technical team lead.
15%	Assists CalPERS Fiscal Services Division, Information Technology Services Branch, and Operations Support Services Division to gather business requirements and convert them into Design Documents. Documents potential alternatives and recommended solutions.
15%	Assists the technical team to support a standardized change management methodology to ensure system enhancements and new functionality are implemented in a uniform manner.
10%	Assists the technical team to develop and maintain standards, policies, and procedures for the development and documentation of the assigned Fiscal systems
5%	Assists in the development and implementation of production procedures.